

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Unit Fleet Manager	
		Division and/or Subdivision Shasta-Trinity Unit	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Redding	
		Class Title of Position Forestry Equipment Manager I	
		Position Number 542-213-6873-002	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	<p><u>Position Description</u></p> <p>The Forestry Equipment Manager I (FEM I) will report to and receive direct supervision from the Deputy Chief</p> <p>As automotive fleet manager, the FEM I will be responsible for the maintenance and repair of all automotive equipment assigned to Shasta Trinity Unit and the Shasta County Fire Department. The FEM I will establish and review the annual maintenance program and safety inspections for all fleet vehicles and ensure all associated records are updated.</p> <p>The FEM I will supervise the operation of the Shasta Trinity Headquarters Automotive Repair Facility. The FEM I will ensure that all OSHA and agency safety requirements are followed at this location.</p> <p>The FEM I will also act as the automotive repair advisor for Sugar Pine Conservation Camp and Trinity River Conservation Camp.</p> <p>*The FEM I will supervise the Unit's/SCFD Heavy Equipment Mechanics (HEM), and will direct the Heavy Fire Equipment Operators (HFEO) in tasks related to fleet maintenance. The FEM I will work with the Battalion Chiefs assigned as the HFEO supervisors to provide them information related to HFEO supervision.</p> <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: Successfully completes required training as a condition of employment. Maintains the Arduous Fitness Standard in accordance with department policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. May be subject to working nights, weekends or holidays to complete duties.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date	

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
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Working Title of Position
Unit Fleet Manager

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
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| 15% | *The FEM I will maintain updated operating expenditure records for both State and County programs, issue pay documents for the purchase of supplies and services and process these documents to the appropriate Unit finance section, State or County, as required by each agency. |
| 10% | *Coordinate with Unit Training Bureau to ensure that all required and desired training for assigned personnel is scheduled and forward evidence of completion of such training to the Training Bureau. |
| 10% | The FEM I will be a member of the Unit Equipment and Finance Committee and be an active participant in the creation and evaluation of all types of Fire / Rescue apparatus specifications. |
| 10% | Keep adequate and up-to-date records on the maintenance and repair of all motorized equipment. Keep abreast of all warranties on new equipment as it relates to these cases. Track automotive fleet expenditures. |
| 10% | Perform automotive equipment repairs, as needed and assures that repairs are made expediently and in conformance with the Director's policies as well as state and federal regulations that may apply. Investigate automotive accidents when requested. Review all repairs that require the Director's Office approval prior to having the repairs made, and again after the repairs are completed. Be responsible for a high standard of maintenance and appearance of unit vehicles. Supervise and/or perform repairs to equipment engaged in fire suppression activities. Manage the Automotive Fleet budget. Consult with unit, region and headquarters automotive and administrative staff. |
| 5% | Complete performance appraisals for all subordinates annually by March 1. Provide input to HFEO supervisors for HFEO performance reports. |
| 5% | Develop and present automotive maintenance and operations training programs to unit personnel. |
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Employee Signature
Personnel use only

Date
☐ Posted to Directory

Supervisor Signature

Date

Initials and Date